

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BRISTOL COUNTY WATER AUTHORITY

Wednesday, June 9, 2010

450 Child Street, Warren Office, Warren, RI

Pursuant to proper notice, the regular meeting of the Board of Directors of the Bristol County Water Authority was called to order by Chairman Jannitto at 6:00 pm, 450 Child Street, Warren Office, Warren, Rhode Island. Executive Director Pasquale DeLise, and the following Directors were in attendance at the commencement of the meeting:

David Dugan, William Gosselin, John Jannitto, Frank Nencka, Joseph Rego, Frank Sylvia

Directors Absent: Allan Klepper, John McElroy, Lloyd Matsumoto

Also present jV Ms. Diane Mederos, Bristol Town Manager, Mr. Richard Paduch, Warren Town Manager, Warren Fire Chief Galinelli, Mr. Garcia, Bristol Fire Department.

HOUSEKEEPING

Minutes of the following meeting were reviewed.

Upon a motion duly made and seconded, it was

VOTED: That the minutes of the Annual Meeting of May 27, 2010, be approved.

Motion passed unanimously.

VOTED: That the minutes of the Board Meeting of May 27, 2010, be approved.

Motion passed unanimously.

AUDIT FINANCE

Director Sylvia reported:

New Business

1. Outsourcing Payroll Preparation, Director Sylvia introduced Mr. Bernard Lane of CSC Paymaster, Inc. Mr. Lane explained that CSC located in Warwick, RI. They have various companies in RI as clients.

Testimonials from clients are that they receive excellent customer service and all calls are answered by a live person.

Director Sylvia stated that Staff recommended outsourcing the payroll to meet substantial savings for BCWA.

Manager of Commercial and Customer Service, Mr. Joseph Granata

stated that outsourcing payroll will have no affect on our personnel. All records still have to be maintained. CSC will file our tax documents, W-2 and do the weekly payroll.

PUBLIC RELATIONS/PERSONNEL COMMITTEE

Old Business

1. Protocol for Emergency Situation, Chairman Jannitto stated that BCWA and the Towns of Bristol and Warren need some way to notify the public in case of an emergency. Barrington is about to sign a contract with this company. The Chairman introduced Mr. Pete Applegarth from CodeRed.

Code Red is a web based system. It is a quick way to get in touch with residents during an emergency. You can contact residents by town or by street, for a fire, police or water emergency. The system is easy to use. Bristol and Warren Town Managers were interested in the system but needed to know the cost. Mr. Applegarth stated that he would provide a proposal for Bristol, Warren and BCWA and also speak to Barrington.

Director Sylvia stated that this system would benefit all three towns.

Mr. Applegarth stated that there is an annual rate and it is a fixed fee. Since the system is web based, it is always updated.

Director Gosselin requested Executive Director DeLise to send a

letter to Mr. Peter DeAngelis, Barrington Town Manager asking if he would join Bristol, Warren and BCWA, pricing would be less.

AUDIT FINANCE

Director Sylvia reported:

Old Business

1. **Meter Replacement Program, Manager of Commercial and Customer Service, Mr. Joseph Granata stated that the meter replacement program has been put on hold.**

2. **Legal Costs Update and RICWFA Recap, for information only.**

3. **Rate Structure Revisited, No news at this time.**

4. **Correspondence from Director Gosselin Concerning BCWA Janitorial Expenses, As requested by Committee, a meeting was held with Staff to discuss potential ways to cut back. At the request of Director Gosselin, two meetings were held on Friday, June 4 with two consultants to investigate the feasibility and cost for the installation of a security system.**

Executive Director DeLise stated that both security companies met with Manager of MIS and Accounting, Mr. Webster Goodwin and Engineering Technician, Ms. Susan Andrade. Ms. Andrade distributed information to the Board (available at BCWA's office). Executive Director DeLise stated that this item will be continued to

the July meetings, there is a confusion concerning the scope of the work.

Director Gosselin stated that he had spoken to Mr. Murphy, Sonitrol Security, cameras can be turned off during the day and turned on when during non-business hours when non-employees are doing janitorial work. Sonitrol suggested 15 cameras be placed in building. ADT Business Solutions suggests 9 cameras. Will using cameras reduce the cost of janitorial expenses?

New Business

1. Quarterly Charge-Offs, Committee recommends approval. Upon a motion duly made and seconded, it was unanimously

VOTED: To approve the Quarterly Charge-Offs in the amount of \$9,730.35, as presented.

2. Outsourcing Payroll Preparation, Committee is in favor. Upon a motion duly made and seconded, it was unanimously

VOTED: To approve outsourcing of payroll to CSC Paymaster, Inc. of Warwick, Rhode Island, at a price of \$2,967.20 for 12 months.

ENGINEERING COMMITTEE

Director Rego reported:

Old Business

1. WTP Project Update, CDM was at June 2 meeting and made a presentation of the ATP Phase II Feasibility Study.

Executive Director DeLise stated that RIWRB has approved on a follow-up option for assessment of the plant. Also met with RIWRB on permits for Shad, they will put together a task force.

The Chair recognized Mr. Jeff Black. Mr. Black stated he had read the CDM Report and needed clarification on whether the Shad Line must be replaced before improvements to the plant can be made.

Executive Director DeLise stated that plant improvements are separate from the Shad Line. There are environmental issues involved with the replacement of the Shad Line. RIWRB is helping BCWA with its permits.

2. Storage Tank Rehabilitation Project Update, Rehabilitation of Bay View Tank has been postponed to Fall 2010.

3. Serpentine Road Drainage Project Update, Distribution Superintendent, Mr. Paul Ramsay stated that the Town is working with the land owners.

4. Construction Progress Reports, All work is progressing.

5. East Providence Emergency Pump Station iV Water Supply During Emergencies, Agreement with CDM executed on 5/28/10. Staff will keep Board apprised of progress.

6. Anawan Reservoir Spillway iV Miscellaneous Damage due to Heavy Rain the Week of March 29, 2010, All requested/required documents submitted to FEMA.

7. Roger Williams University iV BCWA Water Storage Tank Agreement, A meeting was held on June 4, 2010 with representative of RWU. Present from BCWA were Board Chairman John Jannitto, Legal Counsel Ms. S. Mack and Executive Director DeLise. Executive Director DeLise stated that Staff will be ready with a recommendation for the July sub committee meeting, Legal Counsel Ms. Sandra Mack will be at the meeting to explain the agreement.

8. Recent Customer Complaint Concerning Meter and Service Pipe Replacement, No news at this time.

New Business

1. Hydraulic Study iV Expansion of high Street Service Area, Pare Engineering, Pare was at the June 2 meeting and made a presentation of the Study.

The Chair recognized Bristol Town Council President Mr. Kenneth Marshall who stated that another option would be to build another

high service tank on the Bristol Warren line.

The Chair recognized Mr. Black who asked if the town councils were notified of the problems BCWA has in obtaining permits for the Shad Line.

Chairman Jannitto stated that BCWA is doing what the councils have asked; also the State has mandated that the plant be updated.

Director Rego gave a brief history of BCWA. The Water Authority installed the East Bay Pipeline in order to close the Treatment Plant. Legislation passed a law to keep the plant open and also the reservoirs. Everything was to be kept in operation and acting under the leadership of RIWRB.

PUBLIC RELATIONS/PERSONNEL COMMITTEE

Director Gosselin reported:

Old Business

- 1. Recent Correspondence from Attorney L. Schneider (Possible Executive Session jV RIGL 42-46-5 „» B), item moved to end of the meeting for Executive Session.**
- 2. Protocol for Emergency Situation, Representatives of Code Red made a presentation at June 9 meeting.**
- 3. Pension Plan of the Employees of Bristol County Water Authority,**

Committee has requested to obtain legal opinion on whether or not changes to Pension Plan must be negotiated with the Union.

4. Pension Plan of the Employees of Bristol County Water Authority, Legal counsel Joseph Whalen will be at the July meeting.

New Business

1. Customer Complaint Concerning Fire Service Fee, Customer was present at June 2 meeting and addressed the Board.

2. Added Item: Personal Matters with the Executive Director iV Executive Session (at the request of Director Gosselin), Item moved to the end of the meeting for Executive Session.

BCWA in the News iV No discussion followed.

NEXT STEPS

1. Audit Finance Committee Meeting, Wednesday, July 7, 2010, 5:15 p.m., Warren Office, Boardroom, 450 Child Street.

2. Engineering Committee Meeting, Wednesday, July 7, 2010, 5:20 p.m., Warren Office, Boardroom, 450 Child Street.

3. Personnel/Retirement Committee Meeting, Wednesday July 7, 2010, 5:25 p.m., Warren Office, Boardroom, 450 Child Street.

4. Board of Directors Monthly Meeting, Wednesday, July 14, 2010, 6:00 p.m., Warren Office, Boardroom, 450 Child Street.

The Chairman made the following motion, which was duly seconded

MOTION: To enter into Executive Session to discuss personal matters with the Executive Director under RIGL 42-46.5.

The Chair recognized Mr. Jeff Black who stated that he objected to the word personal, it should be personnel.

Director Sylvia stated the motion should be personnel matters.

Roll Call Vote all present vote aye.

The Board entered into Executive Session at 7:45 pm.

The Board returned to open session at 9:05 pm.

Chairman Jannitto made the following motion which was duly seconded

MOTION: To adjourn the meeting.

Motion passed unanimously.

There being no further business, the meeting was adjourned at 9:05 pm.

John L. McElroy, Jr.

Secretary